

Question 2 (c)

**Franklin County Juvenile Detention Center  
Job Description – Superintendent**

**Normal Work Schedule – 8am to 4pm Monday – Friday ON-CALL**

**Duties – May include any or all of the following:**

Accepts employment from the Franklin County Board  
Receives general direction from the Second Judicial Circuits' Chief Judge  
Receives direction and supervision from the Second Circuits' Director of Court Services  
Represents the County Board and Second Judicial Circuit in matters related to the Detention Center  
Initiates, develops, and maintains a comprehensive public relations program promoting acceptance  
Works with the architect and contractors in assuring a quality functioning facility is constructed  
Reports to the County Board and Director of Court Services any construction related issues  
Determine need for, selects, and purchases appropriate equipment, fixtures, and supplies for the new facility  
Establishes policy and develops procedures for the legal and efficient operation of the center  
Maintains staff compliance with all procedures and takes appropriate action to identify problem areas  
Assures that established policy and procedure is in compliance with federal and state requirements  
Develops job descriptions, post assignments, work schedules, and related personnel documents  
Initiates and maintains the recruitment, screening, selection, evaluation, retention, and promotion of staff  
Provides for a comprehensive pre-service and on-going in-service training program for staff and volunteers  
Coordinates facility functions with the Second Judicial Circuit and the Franklin County Board  
Creates a professional environment that is conducive to effective and successful operations and programs  
Attends and/or conducts meetings related to the administration and management of the Center  
Ensures constant safety, security, and supervision of all youth, staff, visitors, and physical areas of the facility  
Insures the building is maintained within the guidelines of state, federal, and local regulatory agencies  
Properly handles confidential information and assures that subordinate staff complies with confidentiality  
Develops and oversees a comprehensive budget designed to provide for maximum use of resources  
Initiates, in cooperation with Franklin County officials, a method of accounting for facility funds  
Monitors and approves all purchases and expenditures to insure proper disbursement  
Directly supervises the administrative assistant/ building services technician/ and assistant superintendent  
Gathers, prepares and submits statistical data and reports, as required  
Seeks funding for and develops a region wide transportation program to transport youth  
Seeks various opportunities for the development of outside resources and funding to support the center  
Maintains proper records regarding youth detained and the general operation of the facility  
Performs routine internal audits to assure policy and procedures are being followed  
Serves as a positive role model for other staff, youth, and community  
Cooperates with and promotes a team spirit with all other staff and entities utilizing the center.  
Performs other needful related duties, as required or assigned

**Requirements/Qualifications**

Minimum requirements as required by AOIC  
Experience in a juvenile residential facility  
Ten (10) years related work experience- Five (5) of which must have been supervisory  
Proven ability to successfully manage subordinate staff  
Possess strong time management and organizational skills  
Possess strong verbal and written communication skills  
Ability to pass required background checks and drug test  
Have no conflicting felony convictions or suspended felony imposition  
Valid driver's license and Safe driving record - U.S. Citizen

**EXHIBIT 11**